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## REDUNDANCY AND TERMINATION POLICY AND PROCEDURES

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### Purpose

The purpose of this Redundancy and Termination Policy is to establish a transparent and structured framework for managing redundancies and terminations at Trendie. Our commitment is to conduct these processes in a manner that is fair, respectful, and in full compliance with Australian employment laws and regulations. This policy aims to provide clarity to all employees on the procedures involved in redundancy and termination, ensuring a supportive and legally compliant approach.

### Scope

This policy applies to all employees of Trendie, including full-time, part-time, temporary, and contract staff. It covers all instances where an employment relationship may be ended, whether due to redundancy, misconduct, poor performance, or resignation. This policy is designed to ensure that all terminations are handled consistently and with due regard to the rights and dignity of all employees.

### Redundancy Principles

- **Fair Selection Process:**

When redundancy becomes unavoidable due to operational needs, an objective and unbiased selection process will be used to determine which roles are affected. Criteria such as skills, experience, performance, and business needs will be considered to ensure a fair selection. No decision will be made based on discriminatory factors such as age, gender, race, or any other protected characteristic.

- **Consultation:**

Employees at risk of redundancy will be consulted at the earliest opportunity. This consultation process will include providing detailed information on the reasons for redundancy, the selection process, and any alternative employment options within the organisation. Employees will have the opportunity to provide input and explore alternatives to redundancy during this period.



- **Support and Assistance:**

Trendie is committed to supporting employees who are made redundant. This support includes access to outplacement services, career counselling, and assistance with job search activities. Where feasible, we will also provide opportunities for redeployment within the organisation or offer training to enhance the employee's employability.

- **Redundancy Payments:**

Employees whose roles are made redundant will receive redundancy payments in accordance with their employment contract and relevant Australian legislation. This includes payment for notice periods, severance pay, and any accrued entitlements such as annual leave. A detailed breakdown of the redundancy payment will be provided to the employee.

## Termination Principles

- **Compliance with Legal Requirements:**

All termination processes will be conducted in strict accordance with Australian employment laws and regulations. This includes adherence to the Fair Work Act and any applicable Modern Awards or Enterprise Agreements. Trendie is committed to ensuring that all terminations are lawful, justified, and executed with due process.

- **Documentation:**

A comprehensive record will be maintained for every termination, detailing the reasons for termination, the steps taken before arriving at the decision, and any discussions held with the employee. This documentation will serve as an official record and ensure that all decisions are made based on factual evidence and in line with company policy.

- **Notice Periods:**

Employees will be provided with the notice period stipulated in their employment contract unless the termination is due to gross misconduct. In cases of immediate termination for gross misconduct, the employee may be dismissed without notice, in compliance with Australian law.

- **Final Pay:**

Upon termination, employees will receive their final pay within the timeframe required by law. This payment will include all outstanding entitlements such as accrued but unused annual leave, long service leave, and any other payments owed under the terms of the employment contract.



## Termination Procedures

- **Resignation:**

Employees intending to resign must provide a written notice of resignation, adhering to the notice period specified in their employment contract. The resignation letter should outline the intended last working day. Upon receipt, HR will confirm the acceptance of resignation and provide guidance on the exit process.

- **Performance-Related Termination:**

In cases where an employee's performance does not meet the expected standards, a Performance Improvement Plan (PIP) will be implemented. The PIP will outline specific areas for improvement, provide support mechanisms, and set a timeframe for review. If the employee fails to demonstrate satisfactory improvement despite the PIP, termination may be considered following consultation with HR and in line with legal requirements.

- **Misconduct:**

Employees found to be involved in misconduct will be subject to a disciplinary process, which may include warnings, suspension, or termination depending on the severity of the misconduct. In cases of gross misconduct, such as theft, violence, or serious breaches of company policy, immediate termination without notice may be warranted. All allegations of misconduct will be investigated thoroughly, and the employee will be given an opportunity to respond before a final decision is made.

- **Exit Interviews:**

Where appropriate, an exit interview will be conducted with the departing employee to gather feedback on their experience at Trendie. This interview is an opportunity for the employee to share their insights and for the company to identify areas for improvement. Participation in the exit interview is voluntary, and the information gathered will be used to enhance organisational practices.



## Responsibilities

- **Managers**

Managers are responsible for implementing this policy within their departments, ensuring that redundancy and termination processes are conducted fairly, ethically, and in accordance with company policy and legal requirements. They must consult with HR before making any redundancy or termination decisions.

- **HR Department**

The HR department is responsible for guiding the redundancy and termination processes, ensuring compliance with relevant employment laws, and managing the administrative aspects of termination, including final pay calculations, issuing the employee's Statement of Service, and facilitating any support services.

## Compliance and Enforcement

Trendie is dedicated to managing redundancies and terminations in a manner that is ethical, transparent, and legally compliant. Failure to adhere to this policy may result in legal and financial consequences for both the organisation and individuals involved. Employees involved in the termination process must ensure strict compliance with this policy and maintain confidentiality throughout the process.

## Review

This policy will be reviewed annually to ensure its effectiveness and relevance to the current legal landscape and organisational needs. Any amendments to this policy will be communicated promptly to all employees to ensure continued compliance and understanding.

## Procedures for Implementation

- **Initial Assessment:** When redundancy is considered, a thorough assessment of the business situation will be conducted, including identifying alternatives to redundancy. HR will provide a briefing to the relevant managers on the legal and procedural aspects.
- **Employee Notification:** Affected employees will be notified in writing of the potential redundancy or termination. This notification will outline the reasons, the process, and the support available.



# Trendie

- **Consultation Period:** A consultation period will be provided to discuss the situation with the affected employees, explore alternatives, and address any questions or concerns.
- **Selection Criteria:** Where redundancy is necessary, an objective selection criteria will be applied to determine which roles will be affected.
- **Final Decision:** After the consultation period, a final decision will be made and communicated to the affected employees in writing. HR will prepare the necessary documentation and calculate redundancy or final payments.
- **Exit Process:** HR will facilitate the exit process, including conducting exit interviews (where applicable), arranging the return of company property, and providing final payments and statements.
- **Follow-up Support:** Post-termination support will be provided to redundant employees, including access to career counselling and job search assistance.

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